

THE BUREAU OF LAND MANAGEMENT INTERIOR DEPARTMENT ELECTRONIC ACQUISITION SYSTEM USER GROUP CHARTER

BACKGROUND

The Assistant Director, Business and Fiscal Resources (AD, BFR) and the AD, Information Resources Management (IRM) entered into a Memorandum of Agreement (MOA) with the Department of the Interior (DOI) in September 1997, to commit the Bureau of Land Management (BLM) to implement the Interior Department Electronic Acquisition System (IDEAS) bureauwide. Instruction Memorandum No. (IM) 98-136 was issued on July 7, 1998, to advise the BLM Washington Office (WO) and all Field Officials of the commitment made under the MOA and provided a bureauwide implementation schedule to be completed by the end of Fiscal Year 1999.

PURPOSE

The Bureau User Group (BUG) is a forum for the BLM's IDEAS users to work cooperatively and continuously to improve the management, efficiency, and effectiveness of the IDEAS-Procurement Desktop (PD) to meet user needs. This includes:

- Recommending software improvements to the IDEAS Procurement User Group (PUG);
- Recommending the schedule for implementing software releases;
- Sharing successful practices using BLM IDEAS PD and its Electronic Commerce features; and
- Recommending improvements to BLM's Standard Operating Procedures.

It is the BLM and DOI policy to establish user groups to support and maintain systems during the operation and maintenance phase of system Life Cycle Management (LCM). There is a continuing need to streamline business systems to effectively support the mission of the BLM and the DOI. To comply with LCM policy and the business systems streamlining initiative, the AD, BFR, has requested that a user group be formed for the operation of IDEAS in the BLM.

BUG ORGANIZATION

The membership of the BUG shall include two representatives from each BLM State Office, the National Interagency Fire Center (NIFC), and the WO, and five members from the BLM National Business Center (NBC). Each State Director, the NIFC Director, and the WO Deputy Assistant Director for Administration (or equivalent) shall designate two staff members to participate on this group. The following representatives from the National Business Center shall be appointed by the Director, NBC, and the Director, Human Resources Management (HRM) Center, to participate on the BUG:

BC-660 (Professional Services & Information Technology Acquisition)

BC-670 (Leasing, Construction, Supplies & Equipment)
BC-680 (Property Operations Property/Procurement System)
BC-620/640 (Field Training & Payments/Business Information Systems)
HR-250 (Information Resources Management)

For the State Offices, the Centers, and the WO, one representative shall be a functional user of the IDEAS software. The other shall be a staff member from the office of IRM.

Ex-officio members shall include Procurement Analysts from the NBC Procurement Systems Team, the BLM Senior Procurement Executive, and a member from the BLM Information Resources Management Advisory Council (IRMAC). Ex-officio members are a nonvoting body and will serve in an advisory capacity to the group, providing support to the chairperson as needed and requested.

STATE/CENTER/WO USER GROUPS

Each State, the Centers, and, the WO shall establish a local IDEAS user group to support the purpose and mission of this charter. The composition and organization of each local user group shall be determined by each office. The IDEAS users include requisitioners, approving officials, and various business specialists, including procurement, property, and finance staff (remote data entry, BC-620/640 staff). The IDEAS users are located throughout the BLM, including the State and Field Office levels, the Centers, and the WO.

DECISION MAKING

Recommendations of the BUG will be presented to the AD, B&FR, and AD, IRM, as appropriate. Each State and the Centers and the WO have one vote. A consensus will be sought on all matters that come before the BUG for decision. If consensus cannot be achieved, a two-thirds majority will be the basis for the decision. Recommendations for software improvements will be presented to the IDEAS PUG by the BLM PUG representative at its bimonthly meetings. Recommendations for implementation dates of software releases and other needs that affect IRM management will be presented to the IRMAC by an appointed member from the BUG. When approved by the AD, BFR, internal BLM IDEAS operating decisions and commitments made by the BUG are binding on all BLM offices.

USER GROUP FUNCTIONS

The BLM IDEAS User Group serves as a communications medium among IDEAS users bureauwide. The key functions of the BUG are:

1. Develop priorities for IDEAS enhancements;
2. Recommend solutions to software problems that are identified by the BLM users;
3. Participate on various subgroups designated by the Chairperson of the BUG;
4. Recommend implementation dates for new software releases issued by the NBC-DOI;
5. Prioritize and track issues that are identified by the group and submitted to the DOI User Group (DUG) for further action;

6. Function as an advisory group for the BLM to recommend bureauwide implementation dates for new releases. The recommendation for implementing new releases will be forwarded by the chairperson to the AD-BFR for final approval and coordination with the AD-IRM;
7. Provide BLM users with a means of sharing IDEAS-related information regularly; and
8. Identify and collaborate with BC-680B for all IDEAS training needs.

The goals of the BUG are to:

1. Develop, coordinate, and consolidate positions and advisory responses to the DOI regarding the direction, operation, and development of IDEAS;
2. Coordinate with the NBC and WO in developing and maintaining practical and efficient standard operating procedures for the IDEAS Program; and
3. Promote and coordinate the implementation, operation, and enhancement of IDEAS.

ROLES AND RESPONSIBILITIES

BUG Members

All members of the BUG shall participate in the meetings. The BUG members will provide analytical and technical support and serve on subgroups as requested by the chairperson, with the consensus of the BUG to carry out activities on the annual plan. Functional representatives of the BUG shall possess an expert knowledge of the software use for contracting, purchasing, requisitioning, and approvals.

BLM NBC Representatives

Representatives from NBC (BC-680B) shall provide the BUG with updates on Departmentwide IDEAS issues and problems, brief the BUG on the status of software releases, and provide the BUG all IDEAS PUG meeting minutes, DOI Acquisition Managers' Partnership meeting minutes concerning IDEAS, and other national activities affecting the IDEAS Program within the BLM.

Leadership

A chairperson will serve for a one-year term, but no more than two years, and will be elected from among the BUG representatives. An associate chairperson will be designated by the chairperson to assist in performing related duties and responsibilities. The chairperson and designated associate are responsible for the direction and administration of the BUG which includes the following:

Appoint, with the consensus of the BUG, other subgroups, as needed, to deal with special IDEAS issues or problems. The chairperson is responsible for notifying all BUG members, in writing, of the establishment of any sub-group and the purpose thereof.

Develop and maintain an action plan for tracking, monitoring, and reporting on the projects in the annual plan.

Arrange and chair quarterly meetings, coordinate the agenda, facilitate or arrange facilitation, appoint a designated recorder to prepare meeting minutes, and distribute meeting minutes to each

BUG representative.

Represent the BUG within the BLM and at the DOI meetings.

Obtain the resources necessary to carry out BUG objectives. Solicit comments and recommendations from BUG members regarding priorities, enhancements, participation on subgroups, implementation dates for new software releases, and other IDEAS-related business.

Prepare consolidated responses to the PUG, Acquisition Managers' Partnership, and BLM management regarding IDEAS-related issues.

Publish a detailed agenda a minimum of one month in advance of a scheduled meeting to enable BUG members to obtain feedback from local user groups on issues and success stories that need to be presented at the national level. Ensure that the BUG issues and recommendations are presented at the IDEAS PUG meetings and IRMAC meetings.

BUG ADMINISTRATION MEETINGS

The BUG shall meet quarterly and prior to established quarterly DUG meetings. The location, date, and time for each meeting will be determined by the chairperson. The chairperson shall provide the membership a minimum of 30 days advance written notice of each meeting to be conducted. To conduct official meetings, a minimum of 50 percent of the membership must be present.

ACTION PLAN

The BUG shall prepare an annual plan and provide resources for Project Action Teams (PATs or subgroups) for specific projects or work commitments to be completed each year. The PAT leaders will present the status of the project at the quarterly BUG meetings. Any incomplete items with target dates beyond one year will be rolled over into the next year's plan.

MODIFICATIONS TO THE CHARTER

All modifications to the BUG Charter must be approved by a minimum of two-thirds of the voting membership. Impasses will be resolved by forwarding the recommended changes to the AD, BFR, for final determination.

Robert E. Doyle
Assistant Director, Business and Fiscal Resources

June 22, 2000
Date

W. Hord Tipton
Assistant Director, Information Resources Management

June 19, 2000
Date